



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,348 - \$2,855

**INVESTIGATION BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under supervision of the Supervising Investigator(s), performs word processing functions and a variety of general clerical duties for the Investigation Bureau using a degree of independence of action and accepted office procedures to complete assigned tasks. Follows oral and written directions and performs other general office duties as required.

DESIRABLE QUALIFICATIONS:

- Knowledge of various computer applications especially Microsoft Word, Excel and Access databases;
- Knowledge of other computer systems such as Oracle and Teale, but not required. Training will be provided;
- Ability to perform highly detailed and accurate work;
- Ability to establish good working relationships;
- Ability to communicate effectively with staff & public;
- Ability to work alone in a small office environment;
- Ability to work well under deadlines;
- Ability to perform other clerical work as assigned;
- Must be dependable, prompt, reliable, and have excellent attendance practices

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "Office Technician (Typing), #243-1139-001" on the State application.* For additional information, please call (916) 492-3271.

FINAL FILING DATE: **October 13, 2000 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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